

Instructions for [CollegeNow Concurrent Enrollment](#) Librarians

For Borrowing Materials from the TC3 Library Collection

1. Go to [TC3 Online Catalog](#)



Basic Search

Search type: Search term(s):

- Words Anywhere
- Words in Title
- Title begins with...
- Words in Author
- Author (lastname, firstname)
- Words in Subject
- Subject begins with...
- Words in Series Name
- Series name begins with...
- Call Number begins with
- Reserves Course Number (no spaces)
- Reserves Instructor Last Name

Examples:
othello and shakespeare

Words adjacent? No Yes

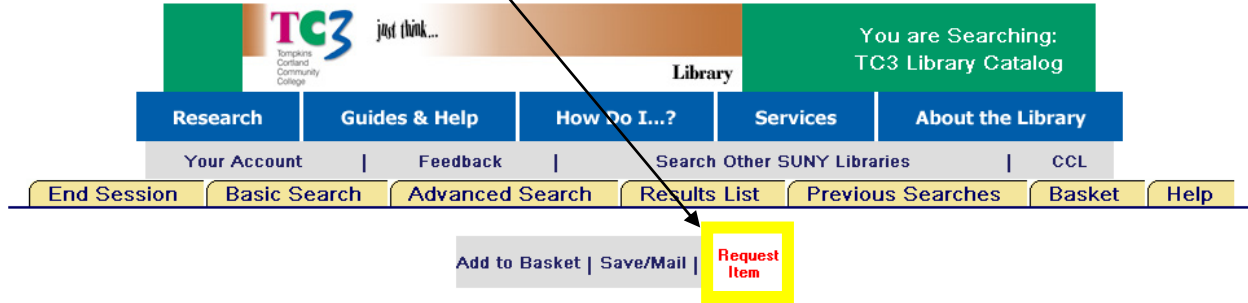
2. Search for material and click on Title to request the full catalog record

The screenshot shows search results for the word 'ulysses'. The results are sorted by Year (descending) and Title. The first two records are visible:

#	Cover	Author	Title Link to Full Record	Year	Call Number	Link to items	Availability
1		Bonekemper, Edward H.	Grant and Lee : victorious American and vanquished Virginian /	2008	E470 .B677 2008 - Regular Loan - Main Library Collection (Books)	(1 owned / 0 out)	Is it here?
2		Manguel, Alberto	Homer's the Iliad and the Odyssey : a biography /	2007	PA4037 .M35 2007 - Regular Loan - Main Library Collection (Books)	(1 owned / 0 out)	Is it here?

A yellow box highlights the 'Title' link for the second record, and an arrow points from the instruction above to this link.

3. Click on **Request Item** (in red in upper right side of screen)



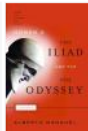
Full View of Record

Choose format: [Standard format](#) [MARC tags](#)

Record 2 out of 23

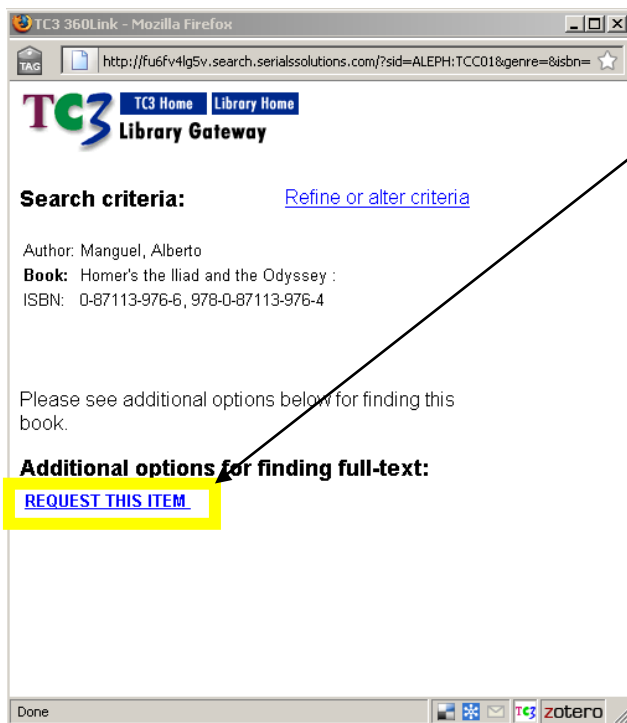
[◀ Previous Record](#) [Next Record ▶](#)

Cover Image

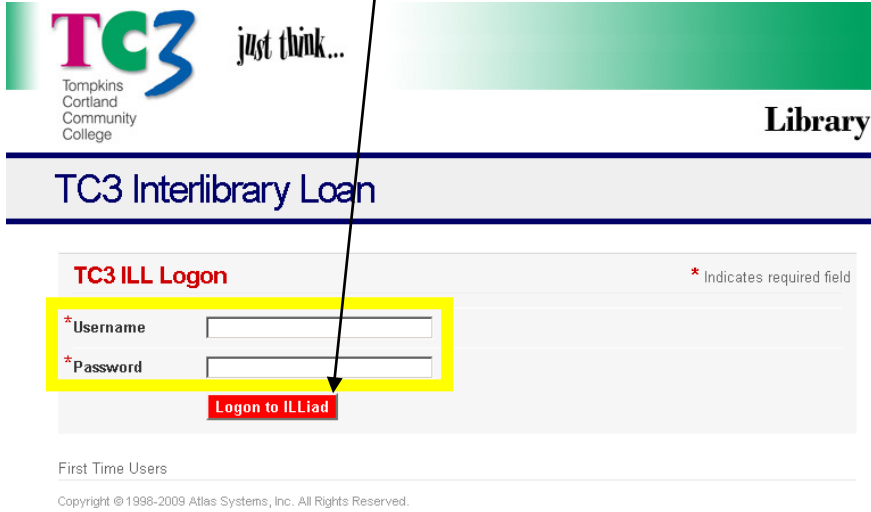


Call Number [PA4037 .M35 2007 - Regular Loan - Main Library Collection \(Books\)](#)

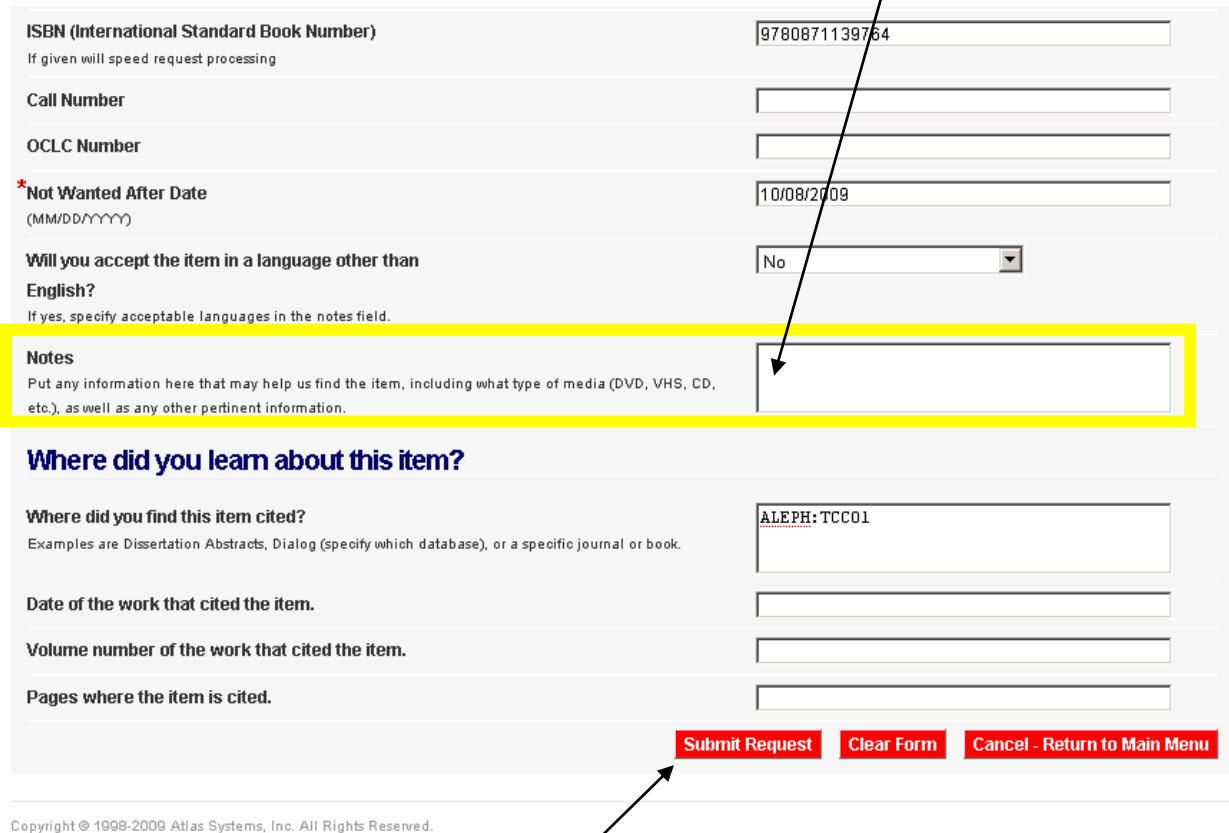
4. A popup window will open. Select **Request This Item** to open up the TC3 interlibrary loan logon page.



5. Input username and password in TC3 ILL logon box and click on **logon to ILLiad**.



6. **Note:** Be sure to include patron's name in note field for your own records.



7. Click on **Submit Request**. You can logon to your TC3 ILL account anytime to check the status of requested items.